

Documenting ICWA

Introduction

ICWA information can be documented in several areas in eWiSACWIS: Access, Assessment, Person Management, ICWA Record, and the Case/Permanency Plan. The following guide will address documentation of ICWA in each of these areas.

Additionally, placement preferences for ICWA are documented on the ICWA tab of the child's Out of Home Placement. For more information, please see the [Creating on Out of Home Placement Quick Reference Guide](#).

Access

1. On the Access Report > Narrative Tab, the radio button and narrative for the 'Information that the child(ren) may have American Indian heritage, including names of the tribe(s) if known' is required. Select the appropriate radio button and enter text for the narrative.

The screenshot shows the eWiSACWIS web application interface. The browser address bar displays the URL: https://apps.dcf.wisconsin.gov/?action=CREATE&ACCESS_CD_ACCESS_TYPE=1&fromWhere=desktop. The page title is "eWiSACWIS UAT". The "Access Information" section includes fields for "Report Name:", "Worker: Bee, Worker", "Access Report Type: CPS Report", "Date and Time Report was Received: 10/07/2014 12:22 AM", and "ID: 9006183". Below this is a tabbed interface with tabs for "Narrative", "Participants", "Allegation", "Allegation Narr", "Prior Involvement", and "Decision". The "Narrative" tab is active, showing a "Describe..." text area. Below the text area are links for "More...", "Less...", and "Default". The text area contains the instruction "Document names and contact information of other people with information regarding the child or family." Below this is another "Describe..." text area with similar links. A red box highlights the section titled "Information that the child(ren) may have American Indian heritage, including names of tribe(s) if known." with radio buttons for "Yes", "No", and "Unknown". Below this is a text area labeled "Enter information here." with "More...", "Less...", and "Default" links. Further down is a section titled "ICWA Contacts" with a "Directions to House" text area and "More...", "Less...", and "Default" links. At the bottom, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The page is displayed at 100% zoom.

Note: The radio button defaults to 'Unknown'. However, if a child(ren) on the Participants tab is identified as having a role of 'Biological Child' and a Race of 'American Indian/Alaskan Native' or an Ethnicity of 'Native American' the radio button will automatically be selected as 'Yes'.

Note: The [ICWA Contacts](#) listed underneath the narrative box is a hyperlink to the current Wisconsin contacts for each tribe and Bureau of Indian Affairs (BIA) tribal contacts.

2. If designated as a CPS Report, the appropriate template for a child(ren) who has a tribal affiliation should be sent upon the final screening decision. To generate a template, go to the Options drop-down on the Decision Tab of the Access Report.

- a. Screen Out Decision- send the Indian Child Welfare Screened Out Report to the identified tribe.

The screenshot shows the 'Supervisor Decision' form. At the top, the 'Name' is 'Bee, Worker'. There are three radio buttons: 'Screen In' (unselected), 'Screen Out' (selected), and 'Pending' (unselected). Below this, the 'Date/Time Decision Made' is '08/11/2014' at '01:27' PM. The 'Response Time' is 'N/A'. The 'Reason' is 'Screen Out - No Threatened Harm or Maltreatm'. There is a 'Create/Link Case' link. An 'Explain:' text area is empty. At the bottom, the 'Options' dropdown is set to 'Indian Child Welfare Screened Out Report', and the 'Go' button is highlighted. A dropdown menu is open, showing a list of options: 'Action', 'Text', 'CPS Report', 'Indian Child Welfare Screened Out Report' (highlighted), 'Reporter Narrative', 'Mandated/Relative Reporter Notice', 'Prior County Involvement', 'Response Priority Tree', and 'CPS Report to Tribal Agent'. The 'Save' and 'Close' buttons are at the bottom right.

- b. Screen In Decision – send the CPS Report to Tribal Agent to the identified tribe.

The screenshot shows the 'Supervisor Decision' form. At the top, the 'Name' is 'Bee, Worker'. There are three radio buttons: 'Screen In' (selected), 'Screen Out' (unselected), and 'Pending' (unselected). Below this, the 'Date/Time Decision Made' is '08/11/2014' at '01:27' PM. The 'Response Time' is 'Within 5 business days'. The 'Reason' is 'Screen In - CA/N Primary'. There is a 'Create/Link Case' link. An 'Explain:' text area is empty. At the bottom, the 'Options' dropdown is set to 'CPS Report to Tribal Agent', and the 'Go' button is highlighted. A dropdown menu is open, showing a list of options: 'Action', 'Text', 'CPS Report', 'Indian Child Welfare Screened Out Report', 'Reporter Narrative', 'Mandated/Relative Reporter Notice', 'Prior County Involvement', 'Response Priority Tree', and 'CPS Report to Tribal Agent' (highlighted). The 'Save' and 'Close' buttons are at the bottom right.

Person Management

Note: Assignment to a case is needed in order to update Person Management.

If a child is reported to be Indian, the child's Race should be documented as 'American Indian/Alaskan Native' and Ethnicity as 'Native American' on the Basic tab of the child's Person Management page. This can be updated at any time after case creation.

1. From the Outliner click on the case hyperlink (Maintain Case) in which the child is a participant.
2. Click the child's name hyperlink on the Participants tab to open the child's Person Management page.

Case: 9223460

Name: Bird, Mom Case Type: CPS Family - Ongoing Status: Open 06/22/2013

County: Ashland Site/Region: Ashland - Ashland

CARES Case #: County Case #: ☐ Restricted Designation: [Select Program](#)

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
Bird_Baby (9229154)	None	<input checked="" type="checkbox"/>	U	10/10/2013	M	Biological Child	N/A	N	DeAct Rem
Bird_Dad (9228216)	None	<input checked="" type="checkbox"/>	Y	01/01/1981	M	Biological Parent	N/A	N	DeAct Rem
Bird_Humming B. (9229153)	CPS	<input checked="" type="checkbox"/>	U	08/16/2000	F	Biological Child	N/A	N	DeAct Rem
Bird_Mom (9228215)	None	<input checked="" type="checkbox"/>	Y	10/10/1980	F	Reference Person	N/A	N	DeAct Rem

Number of Household Members: 2 [Insert](#)

Inactive Participants

Options: [Go](#) [Save](#) [Close](#)

- On the Basic tab, select 'American Indian/Alaskan Native' for the child's Race and 'Native American' for Ethnicity. When either is indicated, the Indian Tribe field becomes enabled. Select a tribe.

Person Management 'Bird, Humming B. (9229153)' -- Webpage Dialog

eWiSACWIS UAT TM Print Spell Check REC Help ?

Basic Parent Info Additional Address Education Characteristics Medical/Mental Health

Name
ID: 9229153 Prefix: First Name: Humming MI: B Last Name: Bird Suffix:
Person Type: CPS

Basic
Gender: Female US Citizen Status: U.S. Citizen County Person ID:
Birth Date: 08/16/2000 Citizenship Verification: Birth Certificate SSN:
Commitment#: - Birth Place: Ashland, WI Death Date: 00/00/0000
Wisconsin Resident: Yes Identity: HSRS ID:
Religion: Marital Status: MCI ID:
☐ Interpreter Required Primary Language: English Second Language:
Third Language: Fourth Language:

Race/Ethnicity/Tribal Identification
Race: American Indian/Alaskan Native Ethnicity: Native American Hispanic/Latino: No
Race: Indian Tribe: Indian Tribe 2:
Race: Clan: Clan 2:
Race: Status: Status 2:
Race: Bad River Band
Ho-Chunk
Lac Courte Oreilles Band
Lac du Flambeau Band
Menominee
Non U.S.
Non-WI Tribe
Oneida
Potawatomi
Red Cliff
Sokaogon (Mole Lake)
St. Croix
Stockbridge Munsee
Unknown

Adoption Information
Options: Go Save Close

Note: If a tribe is not known at the time of entry, select 'Unknown'. The expectation is that the tribe will be identified and this value updated.

Note: Values are also available for Non United States Tribes [Non U.S.] and Non-Wisconsin Tribes [Non-WI Tribe].

- When a Tribe is selected, the Clan and Status fields become enabled. Enter a Clan if known.

Race/Ethnicity/Tribal Identification
Race: American Indian/Alaskan Native Ethnicity: Native American Hispanic/Latino: No
Race: Indian Tribe: Ho-Chunk Indian Tribe 2:
Race: Clan: Bear Clan 2:
Race: Status: Status 2:
Race: Eligible for membership, not a member
Member
Not eligible for membership
Pending

Adoption Information
Options: Go Save Close

5. Next, select the appropriate tribal membership Status. The Status values are:

‘Eligible for Membership, not a member’

‘Member’

If a tribal membership Status is ‘Member’, the Tribal Membership # will become enabled, but is not required.

Race/Ethnicity/Tribal Identification			
Race:	American Indian/Alaskan Native	Ethnicity:	Native American
Race:		Indian Tribe:	Ho-Chunk
Race:		Clan:	Bear
Race:		Status:	Member
Race:		Tribal Membership #:	123456789999999

Note: A child can only be a member of one tribe.

‘Not eligible for membership’

If either Tribal Status is ‘Not eligible for membership’ the narrative box for ‘Explain why the person is not eligible for Tribal Membership’ displays and is required.

Race/Ethnicity/Tribal Identification			
Race:	American Indian/Alaskan Native	Ethnicity:	Native American
Race:		Indian Tribe:	Ho-Chunk
Race:		Clan:	Bear
Race:		Status:	Not eligible for members
Race:		Tribal Membership #:	

Explain why the person is not eligible for Tribal Membership:

‘Pending’

If a Request for Confirmation of a Child’s Indian Status letter has been sent to a tribe, but a response has not been received, enter the membership Status as ‘Pending’.

When either tribal membership Status is ‘Pending’ the primary worker will receive a Tickler to [Update Pending Tribal Membership Status](#). The tickler is a hyperlink to the participants Person Management page.



Once an answer is received from the tribe, update the tribal membership status on the child’s Person Management. This will delete the tickler.

6. If another tribe is indicated, enter that tribe in the Indian Tribe 2 field and associated information.

7. Save the Person Management page when finished.

Ways to Create/ Edit an ICWA Record

An ICWA Record should be created for all children in order to complete the Screening for Child's Status as an Indian. The ICWA Record can be created or accessed one of three ways: from the Assessment page, from Create Case Work, and from the Utilities menu.

A. From Assessment

1. To create or edit an existing ICWA Record for a participant in Assessment, click the [Create/View ICWA Record](#) hyperlink on the Participants tab. This opens the ICWA Participant Selection page.

The screenshot shows the eWiSACWIS UAT interface in a Windows Internet Explorer browser. The address bar shows the URL: https://apps.dcf.wisconsin.gov/ - Assessment. The page has a header with the eWiSACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. Below the header, there are tabs for Assessment and Report. The Assessment tab is active, showing fields for Name (Bird, Mom), Assessment ID (9222011), Status (Open), Response Time (Same Day), and Date (07/01/2013). Below these fields are tabs for Participants, Basic, Allegations, Contacts, and Results. The Participants tab is selected, displaying a table of Assessment Participants. The table has columns for Name, Gender, DOB, Race, Roles, and Edit Roles. The participants listed are: Ambulance Driver (Male, 10/10/1985, RP), Humming B. Bird (Male, 10/10/2002, Unable to Determine, AV), Dad Bird (Male, 01/01/1981, White, HM-PR), and Mom Bird (Female, 10/10/1980, White, HM-PR-RN). At the bottom of the table, there is a link 'Create/View ICWA Record' which is circled in red. There are also buttons for Insert, Save, and Close.


Name	Gender	DOB	Race	Roles	Edit Roles
Ambulance Driver	Male	10/10/1985		RP	Roles
Humming B. Bird	Male	10/10/2002	Unable to Determine	AV	Roles
Dad Bird	Male	01/01/1981	White	HM-PR	Roles
Mom Bird	Female	10/10/1980	White	HM-PR-RN	Roles

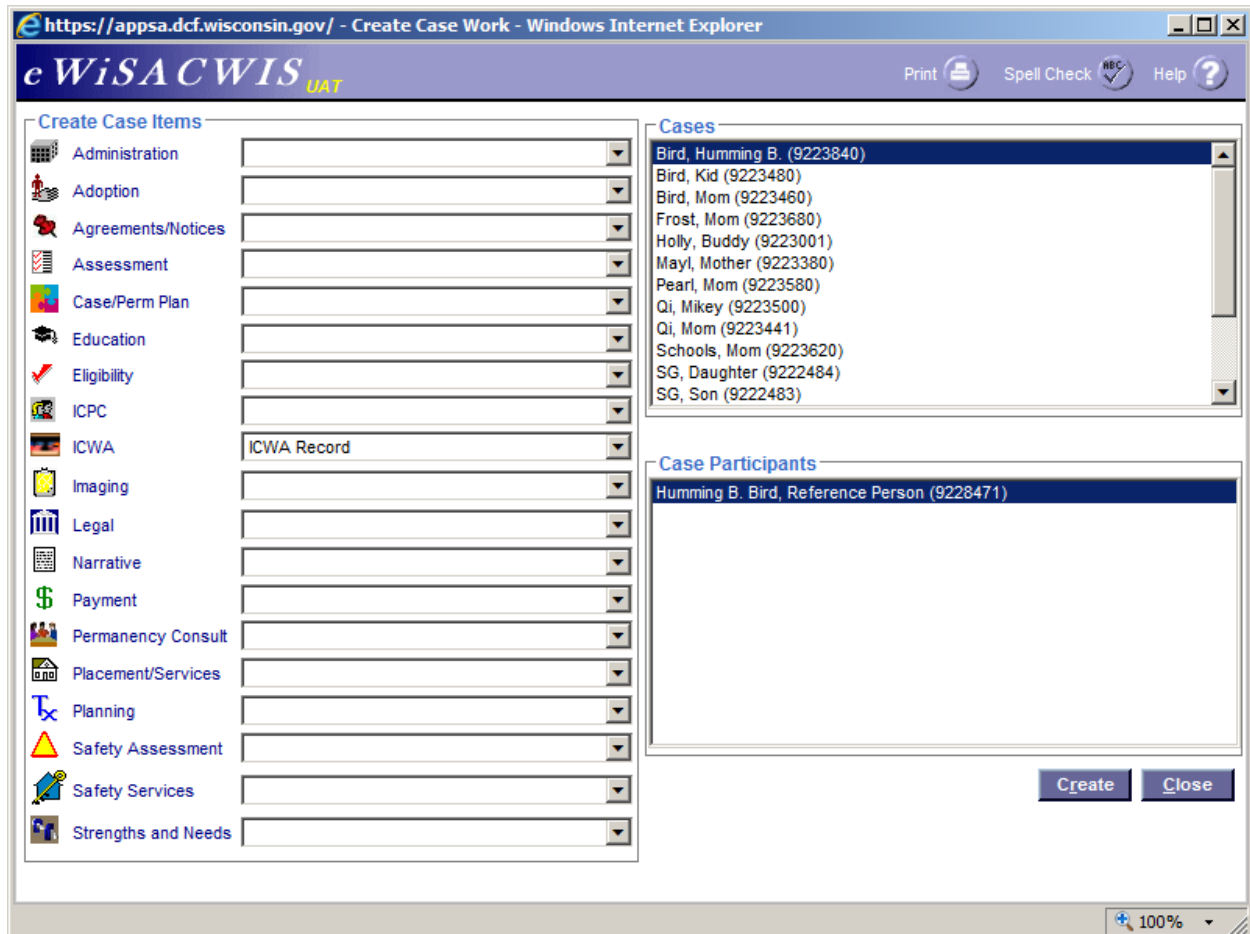
2. Select a case participant and click Continue. If an ICWA Record was previously created for the participant, the existing record will open. If no record exists, an ICWA Record for the participant will be created.

The screenshot shows the 'ICWA Participant Selection -- Webpage Dialog' box. It has a header with the eWiSACWIS UAT logo and navigation links: Print, Spell Check, and Help. Below the header is a table with columns for Select, Case Participant, and DOB. The participants listed are: Bird, Baby (DOB: 10/10/2013), Bird, Dad (DOB: 01/01/1981), Bird, Humming B. (DOB: 08/16/2000), and Bird, Mom (DOB: 10/10/1980). The 'Bird, Humming B.' row is selected, indicated by a checked radio button. At the bottom of the dialog, there are buttons for Continue and Close.

Select	Case Participant	DOB
<input type="radio"/>	Bird, Baby	10/10/2013
<input type="radio"/>	Bird, Dad	01/01/1981
<input checked="" type="radio"/>	Bird, Humming B.	08/16/2000
<input type="radio"/>	Bird, Mom	10/10/1980

B. From Create Case Work

1. From the desktop, select Create > Case Work or click the Case Work button  to open the Create Case Work page.
2. On the Create Case Work page, go to ICWA and select 'ICWA Record' from the drop-down. Select the case and participant and click Create to create the ICWA Record.



Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA (Selected: ICWA Record)
- Imaging
- Legal
- Narrative
- Payment
- Permanency Consult
- Placement/Services
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

Cases

- Bird, Humming B. (9223840) (Selected)
- Bird, Kid (9223480)
- Bird, Mom (9223460)
- Frost, Mom (9223680)
- Holly, Buddy (9223001)
- Mayl, Mother (9223380)
- Pearl, Mom (9223580)
- Qi, Mikey (9223500)
- Qi, Mom (9223441)
- Schools, Mom (9223620)
- SG, Daughter (922484)
- SG, Son (9222483)

Case Participants

- Humming B. Bird, Reference Person (9228471) (Selected)

Create **Close**

C. From the Utilities Menu

1. Select Utilities> ICWA Record to open a blank ICWA Record.
2. Click the [Search](#) hyperlink to select a participant. Once selected, expand the person icon and select the case in which to associate the ICWA Record. While case selection is required in order to create the ICWA Record from the Utilities menu, the record will follow the child.

The screenshot displays the eWiSACWIS UAT web application in a Windows Internet Explorer browser window. The address bar shows the URL: <https://apps.dcf.wisconsin.gov/?action=OPEN&fromWhere=UTILITIES>. The page title is "ICWA Record". The application header includes the "eWiSACWIS UAT" logo and navigation links for "TM", "Print", "Spell Check", "Help", and a question mark icon.

The main content area is divided into several sections:

- Case Information:** Contains fields for "Case Name:", "Case Type:", "Case Participant:", and "Updated By:". There are also links for "Wisconsin ICWA contacts" and "National ICWA contacts", and a red "Search" button.
- Summary, Screening, Family History:** These are tabs at the top of the form. The "Summary" tab is currently selected.
- Race/Ethnicity/Tribal Identification:** This section contains fields for "Race:", "Ethnicity:", "Gender:", "DOB:", "Birth Place:", "Indian Tribe:", "Clan:", "Status:", "Primary Address:", "Child's Mother:", "Child's Father:", "Indian Tribe 2:", "Clan 2:", "Status 2:", and "Tribal Membership #:".
- Legal:** This section contains fields for "Legal Action:", "Date of Legal Action Request:", "Result of Legal Action:", "Hearing/Legal Status Date:", and "Court Number:".
- Current Placement:** This section contains fields for "Provider:", "Manner:", "Placement Setting:", and "Removal Date:".

At the bottom right of the form, there are "Save" and "Close" buttons. The browser's status bar at the bottom indicates a zoom level of 100%.

Entering an ICWA Record



The ICWA Record consists of a Header section and four tabs: Summary, Screening, Family History, and Documents.

ICWA Header

Case Information			
Case Name:	Bird, Mom (9223460)	Case Type:	CPS Family - Ongoing
Case Participant:	Bird, Humming B.(9229153)	Updated By:	Bee, Worker 10/09/2014
		Copy ICWA Record	Wisconsin ICWA contacts
		National ICWA contacts	

Summary	Screening	Family History	Documents
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Case Information-

Case Name- prefills case name.

Case Participant- prefills with the name as a hyperlink to the participant's Person Management page.

Case Type- prefills case type.

Updated By:- identifies the person who last updated the ICWA Record.

[Copy ICWA Record](#) - hyperlink that appears after saving of the page. This allows for copy over of the Screening and Family History tabs to another case participant.

[Wisconsin ICWA contacts](#) – hyperlink to the State of Wisconsin Federally Recognized Indian Tribes Indian Child Welfare contact list.

[National ICWA contacts](#)- hyperlink to the Federal Register of Indian Tribes.

ICWA Record - Summary Tab

Information on the Summary tab prefills from other areas in eWiSACWIS.

Case Information
Case Name: Bird, Mom (9223460) Case Type: CPS Family - Ongoing [Copy ICWA Record](#) [Wisconsin ICWA contacts](#)
Case Participant: [Bird, Humming B. \(9229153\)](#) Updated By: Bee, Worker 10/10/2014 [National ICWA contacts](#)

Summary Screening Family History Documents

Race/Ethnicity/Tribal Identification
Race: American Indian/Alaskan Native Primary Address: 122 Cardinal Way, Ashland, WI 54806
Ethnicity: Native American
Gender: Female Child's Mother: [Bird, Mom](#)
DOB: 08/16/2000 Child's Father: [Bird, Dad](#)
Birth Place: Ashland, WI
Indian Tribe: Ho-Chunk Indian Tribe 2: Bad River Band
Clan: Bear Clan 2:
Status: Member Status 2: Eligible for membership, not a member
Tribal Membership #: 123456789999999

Legal
Legal Action: Temporary Physical Custody Hearing Date of Legal Action Request: 10/10/2014 [Legal Record](#)
Result of Legal Action: Request Granted Hearing/Legal Status Date: 10/10/2014 Court Number: 14TP12345

Current Placement
Provider: [Birthday Cake](#) Manner: Temporary Physical Custody
Placement Setting: Treatment Foster Home - Non-Relative Removal Date: 10/06/2014

ICWA Placement Provider Options
Updated by: Bee, Worker 10/10/2014

	Placement Preference	Describe the action taken to comply with statutory placement preferences
Member of the Indian child's extended family	Placement Preference	Describe Action...
Foster Home licensed, approved or specified by Indian Child's Tribe	Placement Preference	Describe Action...
Indian Foster Home licensed or approved by non-Indian authority	Placement Preference	Describe Action...
Group Home approved or operated by Indian Tribe/Organization	Placement Preference	Describe Action...
Institution for children approved or operated by Indian Tribe		
Other		

Active Efforts
Identify and describe the court ordered conditions, the actions taken and the services offered or provided by the agency in the previous six months and those to be provided in the next six months to make reasonable efforts, or active efforts in the case of an Indian child to achieve the goal(s) of the Case/Permanency Plan, including services that were recommended or considered but were not available.

Save Close

Race/Ethnicity/Tribal Identification -prefills from Person Management. The Child's Mother/Father names are hyperlinks to their respective Person Management record.

Legal- prefills the most recent Legal action and status (if available) from the participant's Legal Record. The [Legal Record](#) hyperlink opens the Legal Record where information can be viewed or updated (based on assignment and worker security).

Current Placement Information- pre-fills from the child's open Out of Home Placement. The Provider name is a hyperlink to the Provider record.

ICWA Placement Provider Options- pre-fills from the ICWA tab of the Out of Home Placement.

Active Efforts- prefills Active Efforts narrative entered on the most recently, approved Permanency Plan (if available). If prefilled, a [View/Case Permanency Plan](#) hyperlink will display which links to the associated plan.

ICWA Record- Screening Tab

A Screening for Child's Status as Indian must be completed for every child during the initial assessment process to determine whether or not ICWA applies. If 'Yes' is answered for either of the first two questions, the rest of the questions are required.

1. Enter all required fields and associated narratives.
2. Once all information is entered, select 'Screening for Child's Status as an Indian' from the Options drop-down and click Go to launch the template.

Case Information

Case Name: Bird, Mom (9223460)

Case Type: CPS Family - Ongoing

[Copy ICWA Record](#)

[Wisconsin ICWA contacts](#)

Case Participant: [Bird, Humming B.\(9229153\)](#)

Updated By: Bee, Worker 10/10/2014

[National ICWA contacts](#)

Summary

Screening

Family History

Documents

Screening for Child's Status as Indian

Source(s) of Information: Child's mother

Is there any information to support that the child or a family member has American Indian or Alaska Native heritage? Yes

If "Yes", is the name(s) of the Indian band or Indian tribe or Alaska Native Village known? Yes

If "Yes", list tribe(s), band(s), village(s): Bad River Band, Ho-Chunk

Has a member of the family ever received services from the Bureau of Indian Affairs? If "Yes", complete items below. Yes

Name	Relationship to Child	Location where services received/approx. dates
Dad Bird	Biological Parent	BIA Health Center

Insert

Has any member of the family ever attended an Indian School? If "Yes," complete items below. Yes

Name	Relationship to Child	Name of school(s) and approximate dates attended	Location of school(s)
Grandma Bird	Grandparent	Name of school Dates	Location

Insert

Has any member of the family ever received medical treatment at an Indian health clinic or Indian Health Service agency or hospital as a beneficiary of the Indian Health Service? If "Yes," complete items below. No

Name	Relationship to Child	Location where treatment received/approx. dates
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Has any member of the family ever lived on federal trust land, a reservation, or a Rancheria, or in a pueblo or Alaska Native village? If "Yes," complete items below: Unknown

Name	Relationship to Child	Name(s) of Reservation/Village, etc. and Location	Approximate Date(s)
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Has any member of the family ever received educational benefits from the Bureau of Indian Affairs? If "Yes," complete items below. No

Name	Relationship to Child	Location where benefits received/approx. dates
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Comments:

Options: Screening for Child's Status as an Indian Go

Copy Save Close

Text

Screening for Child's Status as an Indian

3. Print the template and Click Close and Return to eWiSACWIS to return to the ICWA Record. Click Save on the ICWA Record page.
4. The template will now be nested under the ICWA Icon from the case outliner.

ICWA Record- Family History Tab

Information for the Child, Mother, and Father boxes prefill from Person Management (Mother and Father are identified on the Parent Info tab of the child's Person Management page). To make changes, click the child's name hyperlink in the header section. Information for grandparents is user entered, unless it is captured on the child's parents Person Management page(s). Great Grandparents are user entered.

1. Once all available information is entered, select 'Child's Biological and Family History' from the Options drop-down and click Go to launch the template.

Case Information
Case Name: Bird, Mom (9223460) Case Type: CPS Family - Ongoing [Copy ICWA Record](#) [Wisconsin ICWA contacts](#)
Case Participant: [Bird, Humming B.\(9229153\)](#) Updated By: Bee, Worker 10/09/2014 [National ICWA contacts](#)

Summary	Screening	Family History	Documents
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List Information Resources and their relationship to child
Note: Document all names an individual is known by for each family member. Always document maiden names of female family members, if known.

Child
Name: Bird, Humming B.
Birth Date: 08/16/2000
Place of Birth:
Native American? ☒ Yes ☐ No ☐ Unknown
Tribe(s)/Clan(s): Bad River Band, Ho-Chunk

Mother
Name: Bird, Mom
Maiden Name:
Other Names:
Birth Date: 10/10/1980
Place of Birth: Chicago, IL
Date of Death:
Place of Death:
Native American? ☐ Yes ☒ No ☐ Unknown
Tribe(s)/Clan(s):

Father
Name: Bird, Dad
Other Names: Jesse Bird
Birth Date: 01/01/1981
Place of Birth: Black River Falls, WI
Date of Death:
Place of Death:
Native American? ☒ Yes ☐ No ☐ Unknown
Tribe(s)/Clan(s): Bad River Band, Ho-Chunk / Bear
☒ Yes ☐ No Name on Birth Certificate?
☐ Yes ☐ No If No, was paternity legally established or has Father / Tribe acknowledged paternity?

Maternal Grandmother
Name: Grandma Biggs
Birth Date: 01/01/1942
Place of Birth: Springfield, IL
Date of Death: 10/10/1980
Place of Death: Chicago, IL

Maternal Grandfather
Name: Grandpa Biggs
Birth Date: 03/03/1940
Place of Birth: Chicago, IL
Date of Death: 00/00/0000
Place of Death:

Paternal Grandmother
Name: Grandma Bird
Birth Date: 04/04/1936
Place of Birth: Black River
Date of Death: 00/00/0000
Place of Death:

Paternal Grandfather
Name: GrandPa Bird
Birth Date: 10/10/1932
Place of Birth: Ashland, WI
Date of Death: 06/06/1972
Place of Death: Ashland, WI

Options: Child's Biological and Family History **Go** **Copy** **Save** **Close**

Text
Child's Biological and Family History

- Print the template and Click Close and Return to eWiSACWIS to return to the ICWA Record. Click Save on the ICWA Record page.

CHILD'S BIOLOGICAL FAMILY HISTORY		
Personal information you provide may be used for secondary purposes (Privacy Law, s. 19.04(1)(m), Wisconsin Statutes).		
Name - Caseworker Worker Bee	Name - Agency Name	Date Completed 10/09/2014
List Information Source(s) and Their Relationship to Child NOTE: Document all names an individual is known by for each family member. Always document maiden names of female family members, if known.		
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">CHILD</p> <p>Name: Bird, Humming B. Birthdate: 08/16/2000 Place of Birth: Native American? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Tribes(s) / Clan(s): Bad River Band, Ho-Chunk</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center; margin: 0;">MOTHER</p> <p>Name: Bird, Mom Maiden Name: Other Names: Birthdate: 10/10/1980 Place of Birth: Chicago, IL Date of Death: Place of Death: Native American? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown Tribes(s) / Clan(s): </p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center; margin: 0;">FATHER</p> <p>Name(s): Bird, Dad; Jesse Bird Birthdate: 01/01/1981 Place of Birth: Black River Falls, WI Date of Death: Place of Death: Native American? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Tribes(s) / Clan(s): Bad River Band, Ho-Chunk / Bear</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name on Birth Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, was paternity legally established or has Father / Tribe acknowledged paternity?</p> </div> </div>		
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: 22%;"> <p style="text-align: center; margin: 0;">MATERNAL GRANDMOTHER</p> <p>Name: Grandma Biggs Birthdate: 01/01/1942 Place of Birth: Springfield, IL Date of Death: 10/10/1980 Place of Death: Chicago, IL Native American? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown Tribes(s) / Clan(s): </p> </div> <div style="border: 1px solid black; padding: 5px; width: 22%;"> <p style="text-align: center; margin: 0;">MATERNAL GRANDFATHER</p> <p>Name: Grandpa Biggs Birthdate: 03/03/1940 Place of Birth: Chicago, IL Date of Death: Place of Death: Native American? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown Tribes(s) / Clan(s): </p> </div> <div style="border: 1px solid black; padding: 5px; width: 22%;"> <p style="text-align: center; margin: 0;">PATERNAL GRANDMOTHER</p> <p>Name: Grandma Bird Birthdate: 04/04/1936 Place of Birth: Black River Falls Date of Death: Place of Death: Native American? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Tribes(s) / Clan(s): Ho-Chunk</p> </div> <div style="border: 1px solid black; padding: 5px; width: 22%;"> <p style="text-align: center; margin: 0;">PATERNAL GRANDFATHER</p> <p>Name: GrandPa Bird Birthdate: 10/10/1932 Place of Birth: Ashland, WI Date of Death: 06/06/1972 Place of Death: Ashland, WI Native American? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Tribes(s) / Clan(s): Bad River Band</p> </div> </div>		
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: 22%;"> <p style="text-align: center; margin: 0;">MATERNAL GREAT GRANDMOTHER</p> <p>Name: Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> </div> <div style="border: 1px solid black; padding: 5px; width: 22%;"> <p style="text-align: center; margin: 0;">MATERNAL GREAT GRANDMOTHER</p> <p>Name: Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> </div> <div style="border: 1px solid black; padding: 5px; width: 22%;"> <p style="text-align: center; margin: 0;">PATERNAL GREAT GRANDMOTHER</p> <p>Name: Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> </div> <div style="border: 1px solid black; padding: 5px; width: 22%;"> <p style="text-align: center; margin: 0;">PATERNAL GREAT GRANDMOTHER</p> <p>Name: Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> </div> </div>		

DCF-F-082323 (R. 05/2010) CONTINUE ON PAGE 2

Note: This document may be copied to another case participant. See the Copying an ICWA Document section of this guide for more information.

- The template will now be nested under the ICWA Icon from the case outliner.

ICWA Record- Documents Tab

This tab is used to generate and keep a history of the following documents: the Request for Confirmation of Child's Indian Status, the Notice of Involuntary Child Custody Proceeding Involving an Indian Child, and the Voluntary Placement Agreement for an Indian Child.

1. To create a document, click the Insert button to open the Document Select page.

The screenshot shows a web browser window titled "https://apps.dcf.wisconsin.gov/ - ICWA Record - Windows Internet Explorer". The application is "eWiSACWIS UAT". The "Case Information" section displays: Case Name: Bird, Mom (9223460); Case Type: CPS Family - Ongoing; Case Participant: Bird, Humming B. (9229153); Updated By: Bee, Worker 10/09/2014. There are links for "Copy ICWA Record", "Wisconsin ICWA contacts", and "National ICWA contacts". Below this is a tabbed interface with "Summary", "Screening", "Family History", and "Documents" tabs. The "Documents" tab is active, showing a table with columns: Document Name, Created, Created By, Case, Sent, and Sent To. The table is currently empty. At the bottom right of the table area are buttons for "Insert", "Save", and "Close".

2. Select the radio button for the appropriate document and click Continue.

The screenshot shows a "Document Select -- Webpage Dialog" box. It has the same "eWiSACWIS UAT" header. Under the "ICWA Documents" section, there are three radio button options: "Request for Confirmation of Child's Indian Status", "Notice of Invol. Custody - Indian Child", and "VPA - Indian Child". At the bottom right are "Continue" and "Close" buttons.

3. Enter the appropriate information for the ICWA Document (see A, B, & C below).
4. Once saved, the document will be added to the Documents tab history. The Document Name is a hyperlink to the document. The Sent date prefills from the associated document page.

Case Information					
Case Name:	Bird, Mom (9223460)	Case Type:	CPS Family - Ongoing	Copy ICWA Record	Wisconsin ICWA contacts
Case Participant:	Bird, Humming B. (9229153)	Updated By:	Bee, Worker 10/09/2014	National ICWA contacts	
Summary		Screening		Family History	
Document Name	Created	Created By	Case	Sent	Sent To
Notice of Invol. Custody - Indian Child	10/09/2014	Worker Bee	9223460	10/09/2014	Bad River Band
Request for Confirmation of Child's Indian Status	10/09/2014	Worker Bee	9223460	10/09/2014	Ho-Chunk
VPA - Indian Child	10/09/2014	Worker Bee	9223460		N/A

5. An existing ICWA Record can be accessed from the desktop outlier under the case. Created documents for a Participant are nested under the ICWA Record.

 [Bird, Mom \(9223460 \)](#) [Actions](#)

CPS Family - Ongoing 06/22/2013 Bee, Worker Ashland - Ashland 122 Cardinal Way , Ashland, WI 54806

 Access Reports

 Assessment

 Assets and Income

 Assignment

 Eligibility

 ICWA

 [ICWA Record 10/10/2014 Bird, Humming B.](#)

 [ICWA Record 10/13/2014 Bird, Kid](#)

 [VPA-Indian Child](#)

10/09/2014 Bird, Humming B.

 [Child's Biological Family History 10/09/2014 Bird, Humming B.](#)

 [Notice of Invol. Custody - Indian Child 10/09/2014 Bird, Humming B.](#)

 [Notice of Invol. Custody - Indian Child 07/03/2014 Bird, Kid](#)

 [Notice of Invol. Custody - Indian Child 07/03/2014 Bird, Kid](#)

 [Request for Confirmation of Child's Indian Status 10/09/2014](#)

 [Screening for Child's Status as Indian 10/09/2014 Bird, Humming B.](#)

 [Screening for Child's Status as Indian 06/24/2013 Bird, Kid](#)

The following are details for each ICWA Document type:

A. **Request for Confirmation of Child's Indian Status**- to be completed and sent to the tribe or the BIA when American Indian heritage is suspected.

1. Select the Tribe Notified from the drop-down. This will prefill the tribe and address to the document.
2. The name of the child on the ICWA record will default under Participants. Additional participants can be selected by holding down the 'Ctrl' key and selecting the name.
3. Select the appropriate checkboxes for any additional documents being sent with the Request for Confirmation of Child's Indian Status to the tribe.
4. Enter the sent date.
5. Select 'Request for Confirmation of Child's Indian Status' from the Options drop-down and click Go to launch the template.

Request for Confirmation of Child Indian Status -- Webpage Dialog

eWiSACWIS UAT

TM Print Spell Check Help

General Information

Case: Bird, Mom
Category: ICWA
Document: Request for Confirmation of Child's Indian Status
Tribe Notified: Ho-Chunk
Date Created: 10/09/2014

☒ Screening Document Attached:
☒ Child's Biological Family History Attached:
☐ Involuntary Custody Initiated:
☐ Involuntary Custody Attached:
Sent: 10/09/2014

Participants:
Bird, Humming B.
Bird, Mom
Bird, Dad
Bird, Baby

Options: Request for Confirmation of Child's Indian Status **Go**

Copy Save Close

Text
Request for Confirmation of Child's Indian Status

4. Print the template and Click Close and Return to eWiSACWIS to return to the Request for Confirmation of the Child's Indian Status page.

REQUEST FOR CONFIRMATION OF CHILD'S INDIAN STATUS			
Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].			
TO: Ho-Chunk Nation P.O. Box 40 Black River Falls, WI 54615		Date of Request: 10/09/2014 eWiSACWIS Case Number: 9223460	
ATTN: Tribal ICWA Agent			
Name - Child (Last, First, MI) Bird, Humming, B		Gender <input type="checkbox"/> M <input checked="" type="checkbox"/> F	Birthdate 08/16/2000
Birthplace Ashland, WI			
Name - Child (Last, First, MI) Bird, Baby		Gender <input checked="" type="checkbox"/> M <input type="checkbox"/> F	Birthdate 10/10/2013
Birthplace Ashland, WI			
Our agency is involved with the family of the above-named child(ren). Please review the attached information regarding the child(ren) and notify us as soon as possible as to whether he or she is a member of the tribe or the biological child of a member of the tribe and eligible for membership. The following documents are attached. <input checked="" type="checkbox"/> Screening for Child's Status as Indian <input checked="" type="checkbox"/> Child's Biological Family History Chart			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No An Involuntary Child Custody Proceeding has been initiated.			
Your immediate attention and response to this matter is greatly appreciated. Since this child's (these children's) legal status in regard to the Indian Child Welfare Act is uncertain, we are unable to properly plan for the child in the absence of the requested information.			
Send Confirmation / Information to:			
Name - Agency Agency		Name - Worker Worker Bee	
Address - Agency (Street, City, State, Zip Code) Address		Telephone Number (608)123-3333	Fax Number
E-mail Address			

6. On the Request for Confirmation of the Child's Indian Status page, select Save. Click close to return to the ICWA Record.

Note: This document may be copied to another case participant. See the Copying an ICWA Document section of this guide for more information.

B. Notice of Involuntary Custody for an Indian Child- When an Involuntary Custody Hearing is being held for an Indian child, the Notice of Involuntary Child Custody Proceeding Involving an Indian Child page must be completed and template printed and sent to the tribe (or the BIA if the tribe is 'Unknown'). Included with this notice is a notification of rights under ICWA.

Note: This notice must be sent to the tribe or BIA via registered mail.

Note: This form is regarded as the official notice to the tribe, parents, or Indian custodian under the Indian Child Welfare Act.

1. Complete all known fields on the Notice of Involuntary Custody Proceeding Involving an Indian Child page.

Note: To document that this notice was sent by another county agency, select the checkbox 'Notice sent by other government agency within your county:' and enter the Agency name.

☒ Notice sent by other government agency within your county:

2. Once complete, select the 'Notice of Involuntary Custody Proceeding Involving an Indian Child' from the Options drop-down and click Go to launch the template.

The screenshot displays the 'eWiSACWIS UAT' Webpage Dialog window. The 'General Information' section is active, showing fields for Case (Mom Bird), Participant (Bird, Humming B.), and various checkboxes for notice distribution and custody status. The 'Notice To:' section has 'The child's tribe' selected. The 'Recipients' section shows 'Bad River Band' as the notified tribe. The 'Date of hearing' is set to 10/23/2014 at 10:00 AM. The 'Type of hearing' is 'Request for TPR' and the 'Circuit Court' is 'Ashland County Circuit Court, Ashland County'. The 'Options' dropdown menu is open, showing 'Notice of Involuntary Custody Proceeding Involving an Indian Child' as the selected option. Buttons for 'Copy', 'Save', and 'Close' are visible at the bottom right.

Notice of Involuntary Custody Proceeding Involving an Indian Child -- Webpage Dialog

eWiSACWIS UAT

General Information

Case: Mom Bird Participant: Bird, Humming B.

☐ Notice sent by other government agency within your county:

Recipients: Tribe Notified:

☐ The child is currently in the custody of the parent or Indian custodian.

☐ The child has been temporarily placed in custody.

Name of Agency:

Address:

☐ Additional family history information is attached.

Sent:

Date of hearing: Time of hearing: ☒ AM ☐ PM

Type of hearing: Circuit Court:

Options:

Actions

Approval

Text

Notice of Involuntary Custody Proceeding Involving an Indian Child

- Print the template and Click Close and Return to eWiSACWIS to return to the Notice of Involuntary Custody Proceeding Involving an Indian Child page.

NOTICE OF INVOLUNTARY CHILD CUSTODY PROCEEDING INVOLVING AN INDIAN CHILD		
<div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;">+</div> TO:	Bad River Tribe P.O. Box 55 Odanah, WI 54861	Notice To: <input type="checkbox"/> The child's parent(s) <input checked="" type="checkbox"/> The child's tribe <input type="checkbox"/> The child's custodian(s) <input type="checkbox"/> Bureau of Indian Affairs
<p>The Indian Child Welfare Act requires that you be notified of the upcoming custody hearing concerning the child named below. Information about the hearing is also contained in this form. Your rights regarding these proceedings are explained in an attachment to this form. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].</p> <p>THIS NOTICE CONCERNS:</p>		
CHILD INFORMATION		
Name (Last, First, MI)	Birthdate (mm/dd/yyyy)	Birthplace (City, State)
Bird, Humming, B	08/16/2000	Ashland, WI
Name – Tribe or Band or Alaska Native village of which child is reported to be a member or eligible for membership		
Bad River Band		
Clan		
Eagle		
MOTHER INFORMATION		
Name – (Current - Last, First, MI)	Maiden Name	Birthdate (mm/dd/yyyy)
Bird, Mom		10/10/1980
Other Names Known By		
Tribal Affiliation(s)		
Clan		
FATHER INFORMATION		
Name (Last, First, MI)	Birthdate (mm/dd/yyyy)	
Bird, Dad	01/01/1981	
Other Names Known By		
Bird, Jesse		
Tribal Affiliation(s)		
Bad River Band, Ho-Chunk		
Clan		
Bear		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Additional family history information is attached.		

- On the Notice of Involuntary Custody Proceeding Involving an Indian Child page, select 'Approval' from the Options drop-down and click Go. Select the Approve radio button. Click Continue to send for approval and return to the page.

Notice of Involuntary Custody Proceeding Involving an Indian Child -- Webpage Dialog

eWiSACWIS UAT TM Print Spell Check Help

General Information

Case: Mom Bird Participant: Bird, Humming B. Notice To:

☐ Notice sent by other government agency within your county:

Recipient Name: Tribe Notified: Bad River Band

☐ The child's parent(s)
☒ The child's tribe
☐ The child's custodian(s)
☐ Bureau of Indian Affairs

☐ The child is currently in the custody of the parent or Indian custodian.
☐ The child has been temporarily placed in custody.

Name of Agency: Agency Name

Address: Address Entered here

☐ Additional family history information is attached. Sent: 10/09/2014

Date of hearing: 10/23/2014 Time of hearing: 10:00 AM PM

Type of hearing: Request for TPR Circuit Court: Ashland County Circuit Court, Ashland County

Options: Approval Go

Copy Save Close

Actions
Approval
Text
Notice of Involuntary Custody Proceeding Involving an Indian Child

- On the Notice of Involuntary Custody Proceeding Involving and Indian Child page, select Save. Click close to return to the ICWA Record.

Note: This document may be copied to another case participant. See the Copying an ICWA Document section of this guide for more information.

C. **VPA- Indian Child**- If an Indian child is placed via a Voluntary Placement Agreement (VPA), the VPA for an Indian Child must be documented.

1. On the Agreements and Notices page, complete the necessary fields, including performing a provider [Search](#) to insert the provider.
2. Once complete, select the 'Voluntary Placement Agreement- Indian Child' from the Options drop-down and click Go to launch the template.

Agreements and Notices -- Webpage Dialog

eWiSACWIS UAT TM Print Spell Check AEC Help ?

Agreement Information

Case Participant: Bird, Humming B. Date of Agreement: 10/09/2014

Agreement Type: VPA-Indian Child Estimated End Date: 00/00/0000

Service Category: Foster Home - General License Agreement End Date: 00/00/0000

Service Type: Assessment Home for Children 0-4 years **Agreement Amount:** \$0.00

Adoption Subsidy Type: Effective Date of Amend: 00/00/0000

Provider Name: Ashland House (9221479) [Search](#) Additional \$ per month: \$0.00

Subsequent Guardian: Amended Amount:

☐ Agreement Concluded

Parent(s)

Parent 1:

Parent 2:

Original Agreement Information

Physical: Supplemental Amount: \$0.00

Emotional: Child Basic Rate: \$0.00

Behavioral: Exceptional Amounts: \$0.00

Options: Voluntary Placement Agreement - Indian Child **Go**

[Text](#)

Voluntary Placement Agreement - Indian Child

Save Close

3. Print the template and Click Close and Return to eWiSACWIS to return to the Agreements and Notices page.

Voluntary Placement Agreement For An Indian Child
(This agreement must be certified by a court of competent jurisdiction.)

Use of form: Completion of this form is voluntary. The form may be used by child welfare agencies voluntarily placing an Indian child in a foster home or group home to comply with the requirements of the Wisconsin Chapter 48, the Children's Code and with the federal Indian Child Welfare Act. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Note: Do not use this form if the child is less than 11 days old.

I hereby request the Name Department of Children and Families / County Department to place my child

Humming B. Bird, born on 08/16/2000, in a ☒ foster home,
(First MI Last, Suffix) (mm/dd/yyyy)

☐ treatment foster home, ☐ group home, pursuant to s.48.63(1), Wis. Stats., ☐ group home, pursuant to s.48.625(1m), Wis. Stats.

Placement dates are from 10/09/2014 to .
(mm/dd/yyyy) (mm/dd/yyyy)

I understand that by signing this document I grant placement and care responsibility of the child to the department listed above.

I understand that the child's placement in a licensed foster home or treatment foster home may not exceed 180 days from the date of placement. I understand that the child's placement in a group home under s.48.63(1), Wis. Stats., may not exceed 15 days from the date of placement. I understand that the child's placement in a group home under s.48.625(1m), Wis. Stats., may not exceed 180 days from the date of placement.

I understand that I may terminate this agreement at any time and that the child age 12 years of age or older may terminate this agreement relative to his or her placement.

I understand that a permanency plan, pursuant to s.48.63(4) and 48.63(5)(c), Wis. Stats., will be prepared and I will be involved in the development of that plan.

I agree to keep the department informed of any changes in my circumstances, including address, employment and earnings, marital status, health, access to health insurance and plans relative to the child.

I understand that I may be held financially responsible for all, or a portion of, the placement costs that may incur during the child's stay in the foster home, treatment foster home, or group home placement. I agree to cooperate with the department in determining my portion of the placement costs for the child. If determined to be financially responsible I agree to pay the department for the care of the child in the amount of \$ 438.00 per ☐ week ☒ month beginning on

4. On the Agreements and Notices page, select Save. Click close to return to the ICWA Record.

Copying an ICWA Document

The Request for Confirmation of the Child's Indian Status and the Notice of Involuntary Custody Proceeding Involving an Indian Child documentation pages may be copied to another case participant.

1. Go to the document page of the participant you want to copy the document from. Click the Copy button.

The screenshot shows a web application window titled "Request for Confirmation of Child Indian Status -- Webpage Dialog". The application is "eWiSACWIS UAT". The main content area is titled "General Information" and contains the following fields:

- Case: Bird, Mom
- Category: ICWA
- Document: Request for Confirmation of Child's Indian Status
- Tribe Notified: Ho-Chunk (selected from a dropdown)
- Date Created: 10/09/2014
- Participants: Bird, Humming B. (selected from a list box containing Bird, Mom; Bird, Dad; Bird, Baby; Bird, Chippy)
- Screening Document Attached: ☒
- Child's Biological Family History Attached: ☒
- Involuntary Custody Initiated: ☐
- Involuntary Custody Attached: ☐
- Sent: 10/09/2014

At the bottom, there is an "Options:" dropdown menu, a "Go" button, and three buttons: "Copy", "Save", and "Close".

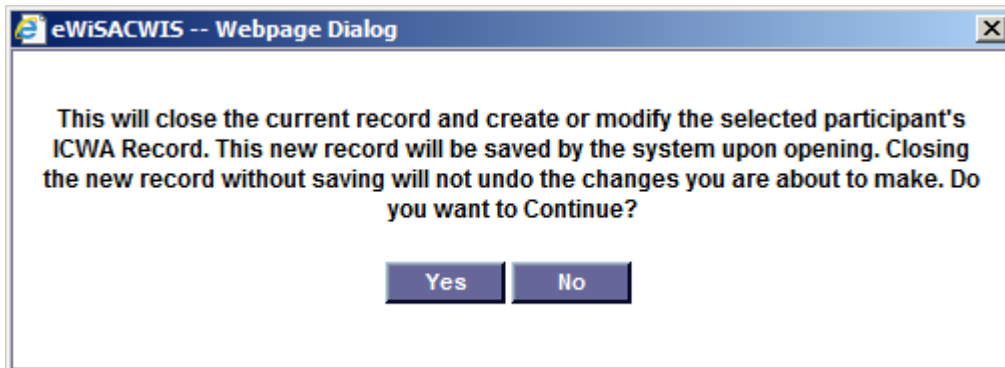
2. Select the Case Participant you would like to copy the document to on the ICWA Copy page and click Continue.



The screenshot shows a web browser window titled "ICWA Copy -- Webpage Dialog". The address bar displays "eWiSACWIS". The page has a menu bar with "Print", "Spell Check", and "Help". Below the menu bar is a table with three columns: "Select", "Case Participant", and "DOB". The table contains four rows of data. The second row, "Bird, Chippy", is selected. At the bottom right of the dialog are two buttons: "Continue" and "Close".

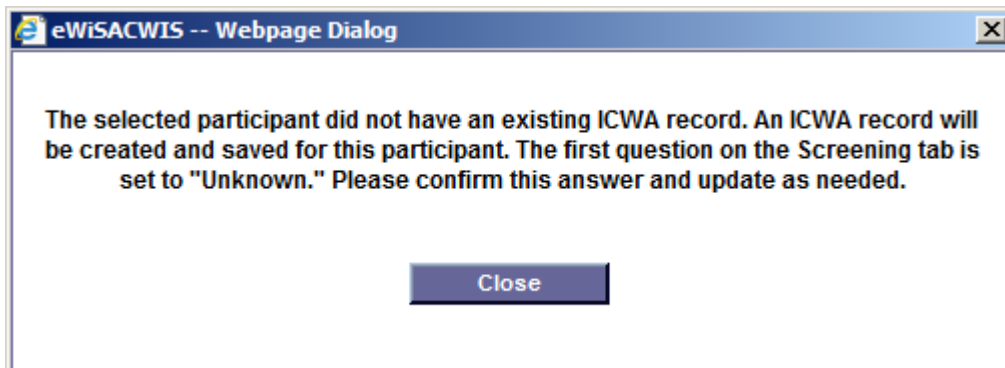
Select	Case Participant	DOB
<input type="radio"/>	Bird, Baby	10/10/2013
<input checked="" type="radio"/>	Bird, Chippy	01/01/2010
<input type="radio"/>	Bird, Dad	01/01/1981
<input type="radio"/>	Bird, Mom	10/10/1980

3. The following message will display. Click the Yes to continue.



The screenshot shows a web browser window titled "eWiSACWIS -- Webpage Dialog". The main content area contains a message: "This will close the current record and create or modify the selected participant's ICWA Record. This new record will be saved by the system upon opening. Closing the new record without saving will not undo the changes you are about to make. Do you want to Continue?". Below the message are two buttons: "Yes" and "No".

Note: If the participant does not have a completed ICWA Record with 'Yes' for American Indian or Alaska Native Screening, the following message will display. Update the Screening Tab to continue.



The screenshot shows a web browser window titled "eWiSACWIS -- Webpage Dialog". The main content area contains a message: "The selected participant did not have an existing ICWA record. An ICWA record will be created and saved for this participant. The first question on the Screening tab is set to 'Unknown.' Please confirm this answer and update as needed." Below the message is a single button: "Close".

4. The document line will be inserted to the child's Documents tab. Click the hyperlink to open the document.

The screenshot shows the 'eWiSACWIS UAT' web application in a Windows Internet Explorer browser window. The address bar shows 'https://apps.dcf.wisconsin.gov/ - ICWA Record'. The page has a purple header with the application name and navigation icons. Below the header is a 'Case Information' section with fields for Case Name, Case Type, Case Participant, and Updated By. There are also links for 'Copy ICWA Record', 'Wisconsin ICWA contacts', and 'National ICWA contacts'. The main content area has tabs for 'Summary', 'Screening', 'Family History', and 'Documents'. The 'Documents' tab is active, showing a table with columns: Document Name, Created, Created By, Case, Sent, and Sent To. A single document is listed: 'Request for Confirmation of Child's Indian Status' created on 10/13/2014 by Worker Bee for Case 9223460, sent on 10/09/2014 to Ho-Chunk. Below the table is a button labeled 'Click to Open Document'. At the bottom right are buttons for 'Insert', 'Save', and 'Close'.

Document Name	Created	Created By	Case	Sent	Sent To
Request for Confirmation of Child's Indian Status	10/13/2014	Worker Bee	9223460	10/09/2014	Ho-Chunk

5. On the document tab, confirm that all data entered is correct and launch the template by selecting it from the Options drop-down and clicking Go.

The screenshot shows the 'Request for Confirmation of Child Indian Status -- Webpage Dialog' window. It has a purple header with the application name and navigation icons. The 'General Information' section contains fields for Case, Category, Document, Tribe Notified, and Date Created. There are also checkboxes for 'Screening Document Attached', 'Child's Biological Family History Attached', 'Involuntary Custody Initiated', and 'Involuntary Custody Attached'. A 'Sent' field is also present. On the right, there is a 'Participants' list. At the bottom, there is an 'Options' dropdown menu with 'Request for Confirmation of Child's Indian Status' selected, and a 'Go' button. Below the dropdown, a list of options is visible, including 'Text' and 'Request for Confirmation of Child's Indian Status'. To the right of the 'Options' section are buttons for 'Copy', 'Save', and 'Close'.

Case: Bird, Mom
Category: ICWA
Document: Request for Confirmation of Child's Indian Status
Tribe Notified: Ho-Chunk
Date Created: 10/13/2014

Participants:
Bird, Chippy
Bird, Mom
Bird, Dad
Bird, Humming B.
Bird, Baby

☒ Screening Document Attached:
☒ Child's Biological Family History Attached:
☐ Involuntary Custody Initiated:
☐ Involuntary Custody Attached:
Sent: 10/09/2014

Options: Request for Confirmation of Child's Indian Status Go
Text
Request for Confirmation of Child's Indian Status

6. Print the template and Click Close and Return to eWiSACWIS to return to the document page.

REQUEST FOR CONFIRMATION OF CHILD'S INDIAN STATUS		
Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].		
TO: Ho-Chunk Nation P.O. Box 40 Black River Falls, WI 54615	Date of Request: 10/13/2014	
	eWiSACWIS Case Number: 9223460	
ATTN: Tribal ICWA Agent		
Name - Child (Last, First, MI) Bird, Chippy	Gender <input checked="" type="checkbox"/> M <input type="checkbox"/> F	Birthdate 01/01/2010
Birthplace Ashland, WI		
Our agency is involved with the family of the above-named child(ren). Please review the attached information regarding the child(ren) and notify us as soon as possible as to whether he or she is a member of the tribe or the biological child of a member of the tribe and eligible for membership. The following documents are attached.		
<input checked="" type="checkbox"/> Screening for Child's Status as Indian <input checked="" type="checkbox"/> Child's Biological Family History Chart		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No An Involuntary Child Custody Proceeding has been initiated.		
Your immediate attention and response to this matter is greatly appreciated. Since this child's (these children's) legal status in regard to the Indian Child Welfare Act is uncertain, we are unable to properly plan for the child in the absence of the requested information.		
Send Confirmation / Information to:		

7. Click Save on the document page. Click Close to return to the ICWA Record.